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इस भाग में भिन्न पृष्ठ संख्या दी जा रही है जिससे कि यह अना संकलन के रूप में रखा जा सके।
 Separate paging is given to this Part in order that it may be filed as a separate compilation.

भाग II—खण्ड ४

PART II—Section 4

रक्षा मंत्रालय द्वारा जारी किये गये विधिक नियम और आदेश

**Statutory Rules and Orders issued by the
 Ministry of Defence**

MINISTRY OF DEFENCE

New Delhi, the 26th March 1968

S.R.O. 110.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating recruitment to the Class I Gazetted post of Lady Staff Officer Grade I in Directorate General National Cadet Corps in the Ministry of Defence, namely:—

1. **Short title and commencement.**—(1) These rules may be called the Ministry of Defence, Directorate General National Cadet Corps (Class I Gazetted) Lady Staff Officer (Grade 1) Recruitment Rules, 1968.

(2) These rules shall be deemed to have come into force with effect from the 1st August, 1967.

2. **Application.**—These rules shall apply to the post specified in column 1 of the Schedule hereto annexed.

3. **Number, classification and scale of pay.**—The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in column 2 to 4 of the said Schedule.

4. **Method of recruitment, age limit and other qualifications.**—The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 12 of the said Schedule:

Provided that the upper age limit specified in column 6 of the said Schedule for direct recruits may be relaxed in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the general orders of the Central Government issued from time to time.

5. Disqualifications.—(a) No person who has more than one wife living or who, having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to the said post; and

(b) no woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that there are special grounds for so ordering exempt any person from the operation of this rule.

THE SCHEDULE

Name of post	No. of posts	Classification	Scale of pay	Whether Selection Post or Non-Selection Post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of rectt. whether by direct rectt. or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Circumstances in which UPSC is to be consulted in making rectt.
1	2	3	4	5	6	7	8	9	10	11	12
Lady Staff Officer Grade I	One	Defence Services (General) Class I Gazetted	Rs. 900—50—1,250	Not Applicable	40 years and below (Relaxable for Govt. servants)	<p><i>Essential :</i></p> <p>(i) Degree of a recognised University or equivalent.</p> <p>(ii) Knowledge of female education in India.</p> <p>(iii) At least 5 years' experience in planning and administration in a supervisory capacity.</p>	Not applicable	Two years	By direct recruitment	Not applicable	As required under the rules

1	2	3	4	5	6	7	8	9	10	11	12	13
						(Qualifications relaxable at Commission's discretion in the case of candidates otherwise well qualified).						
						<i>Desirable :</i>						
						(i) Commission in Senior Wing of Girls Division, N. C. C.						
						(ii) Participation in sports, athletics and public speaking.						

[File No. 90004/CAO/R&R-II.]

V. FERRAO, Asstt. C.A.O.

New Delhi, the 28th March 1968

S.R.O. 111.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (2 of 1924), the Central Government hereby notifies that a vacancy has occurred in the membership of the Cantonment Board, Aurangabad by reason of the acceptance by the Central Government of the resignation of Shri B. N. Makhija, Magistrate, 1st Class.

[File No. 19/47/C/L&C/66/918-C/D(Q&C).]

S.R.O. 112.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (2 of 1924), the Central Government hereby notifies that Shri R. S. Surve, Magistrate, 1st Class, has been nominated as a member of the Cantonment Board, Aurangabad, by the District Magistrate, Aurangabad, in exercise of the powers conferred under section 13(4)(b) of that Act *vice* Shri B. N. Makhija, Magistrate, 1st Class, resigned.

[File No. 19/47/C/L&C/66/918-C/D(Q&C).]

S.R.O. 113.—In exercise of the powers conferred by section 60 of the Cantonments Act, 1924 (2 of 1924), the Cantonment Board, Dinapore, with the previous sanction of the Central Government, hereby makes the following further amendment in the notification of late Government of Bihar and Orissa in the Political Department letter No. 1711 P.R., dated the 28th May, 1935 (as subsequently amended) *vide* notification No. 176, dated 25-4-1958 and No. 126, dated 16-3-1964 imposing water tax in the Dinapore Cantonment, namely:—

Amendment

In paragraph (1) of the said notification, for the figures and words "9 per cent", the figures and words "10 per cent" shall be substituted.

[File No. 53/1/C/L&C/67-917-C/D(Q&C).]

S. P. MADAN, Under Secy.

New Delhi, the 29th March 1968

S.R.O. 114.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Defence, Armed Forces Headquarters Class III (Non-Gazetted, Non-ministerial) posts Recruitment Rules, 1964, published with the notification of the Government of India in the Ministry of Defence No. S.R.O. 66, dated the 11th February, 1964, the President hereby makes the following rules regulating the recruitment to the Class III Non-Gazetted Non-ministerial posts of Tracer and Ferro Printer in Armed Forces Headquarters in the Ministry of Defence, namely:—

1. **Short title and commencement.**—(1) These rules may be called the Ministry of Defence, Armed Forces Headquarters Class III (Non-Gazetted Non-ministerial) posts of Tracer and Ferro Printer, Recruitment Rules, 1968.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application.**—These rules shall apply to the posts specified in column 1 of the Schedule hereto annexed.

3. **Number, classification and scales of pay.**—The number of the said posts, their classification and the scales of pay attached thereto, shall be as specified in columns 2 to 4 of the said Schedule.

4. **Method of recruitment, age limit and other qualifications.**—The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 12 of the said Schedule:

Provided the upper age limit specified in column 6 of the said Schedule for direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the general orders of the Central Government issued from time to time.

5. Disqualifications.—(a) No person who has more than one wife living or who, having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to any of the said posts; and

(b) no woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.

6. Power to relax.—Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

THE SCHEDULE

Name of post	No. of posts	Classification	Scale of pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Tracer	20	Civilians in Defence Services Class III Non-gazetted non-ministerial	Rs. 110—4—150— EB—4—170—5— 180—EB—5—200	N.A.	18 to 25 years	(i) Matriculation. (ii) Ability to trace neatly and accurately. (iii) 1 year's experience as a tracer with a reputed firm or Government Institution.
Ferro-Printer	13	Do.	Rs. 110—3—131	N.A.	Do.	(i) Middle School Standard Pass. (ii) 3 years' practical experience as Ferro-Printer.
Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of probation if any	Method of rectt. whether by direct rectt. or by promotion or transfer a percentage of the vacancies to be filled by various methods			In case of rectt. by promotion transfer grades from which promotion/transfer to be made	Circumstances in which UPSC is to be consulted in making rectt.
8	9	10			11	12
Not applicable	2 years	By direct recruitment			Not applicable	Not applicable
Not applicable	6 months	By direct recruitment			Not applicable	Not applicable

New Delhi, the 30th March 1968

S.R.O. 115.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the recruitment to Class III Non-Gazetted posts of Librarians in the Armed Forces Headquarters in the Ministry of Defence, namely:—

1. Short title and commencement.—(1) These rules may be called the Ministry of Defence, Armed Forces Headquarters (Class III Non-Gazetted posts of Librarians) Recruitment Rules, 1968.

(2) They shall come into force with effect from 10th January, 1968.

2. Application.—These rules shall apply to the posts specified in column 1 of the Schedule hereto annexed.

3. Number, classification and scales of pay.—The number of the posts, their classification and the scales of pay attached thereto, shall be as specified in columns 2 to 4 of the said Schedule.

4. Method of recruitment, age limit and other qualifications.—The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 12 of the said Schedule:

Provided the upper age limit specified in column 6 of the said Schedule for direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the general orders of the Central Government issued from time to time.

5. Disqualifications.—(a) No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the lifetime of such spouse, shall be eligible for appointment of any of the said posts; and

(b) no woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that there are special grounds for so ordering exempt any person from the operation of this rule.

6. Power to relax.—Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect in any class or category of persons.

THE SCHEDULE

Name of post	No. of posts	Classification	Scale of pay	Whether selection post or Non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Librarian Grade II	(One each in Min. of Def. Libry. Air HQ EME Dte. & TD Dte.)	Class III Non-Gazetted Non-Ministerial Civilians in Defence services	Rs. 210—10—290—15—320—EB—15—425.	Selection	18—28 years	<i>Essential :</i> 1. Degree of a recognised University. 2. Diploma in Library Science from a recognised University or Institute. 3. Two years experience as Librarian in a Public/Government Library.
Librarian Grade III	8 (Air HQ—1 Min. of Def. Libry—2 DGAfMS—1 E-in-C—1 JAG—1 NHQ—1 Sig. Dte.—1)	Do.	Rs. 150—10—290—EB—15—320.	Non-Selection	18—28 years	<i>Essential :</i> 1. Matriculation or equivalent qualifications of a recognised Board/University. 2. Certificate in Library Science from a recognised University or Institute. 3 Two years experience as a Librarian in a Public/Government Library. (This experience should preferably be in a law library for JAG's office and in Medical Library for DGAfMS).
Librarian Grade IV	(SFL)	Class III Non-Gazetted Non-Ministerial Civilians in Defence Services.	Rs. 130—5—160—8—200—EB—8—256—EB—8—280.	N.A.	18—25 years	<i>Essential :</i> 1. Higher Secondary Certificate from a recognised Board/University or Matriculation or equivalent qualifications. 2. Certificate in Library Science from a recognised University or Institute. 3. Must be able to read titles of books with names of authors etc. in at least 4 or 5 foreign languages and should know typewriting. <i>Desirable :</i> Previous experience in a Library handling books in foreign languages.

Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees/transferees	Period of probation, if any	Method of rectt. whether by direct rectt. or by promotion or transfer & percentage of the vacancies to be filled by various methods	In case of rectt. by promotion/transfer, grade from which promotion/transfer is to be made	Circumstances in which UPSC is to be consulted in making rectt.
8	9	10	11	12
No	Two years	50 per cent by promotion failing which by direct recruitment. 50 per cent by direct recruitment.	Promotion Librarian Grade III with 3 years' service in the grade.	Not applicable
No	Two years	50 per cent by promotion failing which by direct recruitment. 50% By direct recruitment.	Promotion Librarian Grade IV with 3 years' service in the grade.	Not applicable
N.A.	Two years	By direct recruitment	N.A.	N.A.

[File No. 68177/CAO/R&R-II.]

V. FERRAO, Asstt. C.A.O.

New Delhi, the 30th March 1968

S.R.O. 116.—In exercise of the powers conferred by sub-section (2) of section 12 of the National Cadet Corps Act, 1948 (31 of 1948), read with sub-rule (2) of rule 42 of the National Cadet Corps Rules, 1948 and in supersession of the Notification of the Government of India in the Ministry of Defence No. S.R.O. 336, dated 29th December, 1962, the Central Government hereby appoints a State Advisory Committee for the Union Territory of Manipur consisting of the following persons, namely:—

1. The Education Minister, Manipur—*Chairman*.
2. The Secretary to the Government of Manipur—Education Department.
3. The Director of Education, Manipur.
4. Assistant Adjutant Quartermaster General, 101, Communication Zone Area.
5. Shri N. C. Sen, Principal, D.M. College, Imphal.
6. Shri Th. Nilamani Singh, Principal, Imphal College, Imphal.
7. Shri R. K. Shitaljit Singh, Headmaster, Ramlal Paul High School, Imphal.
8. Shrimati Medhabati Devi, Headmistress, T.G. Higher Secondary School, Imphal.
9. The Director, National Cadet Corps, Assam, Manipur, Tripura, Nagaland and NEFA, Shillong.
10. Shri L. Solomon, M.L.A.
11. Shrimati R. K. Mukhara Devi, Chairman, State Social Welfare Advisory Board.
12. Shri Y. Nilamani Singh, Chairman, Imphal Municipal Board.
13. The Secretary to the Government of Manipur, Finance Department.
14. Shri Th. Modhu Singh, Deputy Director of Education, Physical, Government of Manipur.

[File No. 0972/NCC/Coord(D)/1121-C/D/GSIV.]

S.R.O. 117.—In exercise of the powers conferred by sub-section (2) of section 12 of the National Cadet Corps Act, 1948 (31 of 1948), read with sub-rule (2) of rule 42 of the National Cadet Corps Rules, 1948, and in supersession of the Notification of the Government of India, in the Ministry of Defence No. S.R.O. 167, dated the 15th May, 1965, the Central Government hereby appoints a State Advisory Committee of the National Cadet Corps for the Union Territory of Pondicherry consisting of the following persons, namely:—

1. The Minister of Education, the Union Territory of Pondicherry—*Chairman*.
2. The Secretary to the Government of Pondicherry, Health, Education and Welfare Department.
3. The Director of Public Instruction, Pondicherry.
4. The General Staff Officer, 1, Headquarters, Madras, Mysore and Kerala Area.
5. Dr. D. J. Reddy, Principal, JIMPER, Pondicherry.
6. Shri M. S. Krishnamurthy, Principal, Motilal Nehru Polytechnic, Pondicherry.
7. Shri M. Sreenivasan, Headmaster, Government High School, Arlankuppam
8. Shri E. K. Radhakrishnan, Headmaster, Govindassamy Pillai High School, Karikal.
9. The Director, National Cadet Corps, Madras and Pondicherry.
10. Shrimati Padmini Chandrasekaran, M.L.A.
11. Shri Colombani.
12. Shri Ku. Sivaprakasam.
13. The Under Secretary to the Government of Pondicherry, Finance Department.
14. Shri U. Valdyanathan, I.A.S., Chief Secretary to the Government of Pondicherry.

[File No. 2351/NCC/Coord(D)/1089/C/D/GSIV.]

S. P. SRINIVASAN, Dy. Secy.

New Delhi, the 1st April 1968

THE ARMED FORCES HEADQUARTERS CIVIL SERVICE RULES, 1968

S.R.O. 118.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and of all other powers enabling him in this behalf, the President hereby makes the following rules, namely:—

1. **Short title and commencement.**—(1) These rules may be called the Armed Forces Headquarters Civil Service Rules, 1968.

(2) They shall be deemed to have come into force on the 1st day of March, 1968.

2. **Definitions.**—In these rules, unless the context otherwise requires,—

- (a) “appointed day” means the 1st day of March, 1968;
- (b) “appointing authority” in relation to any Grade means the authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, to make appointments to that Grade;
- (c) “approved service” in relation to any Grade means the period or periods of service in that Grade rendered after selection, according to prescribed procedure, for long-term appointment to the Grade, and includes any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post;
- (d) “authorised permanent strength” in relation to any Grade means the strength of permanent posts in that Grade against which substantive appointments may be made;
- (e) “Commission” means the Union Public Service Commission;
- (f) “direct recruit” means a person recruited on the basis of a competitive examination held by the Commission;
- (g) “duty post” in relation to any Grade means a permanent or temporary post of that Grade;
- (h) “existing Grade” means a Grade specified in column (1) of the Table below clause (b) of sub-rule (2) of rule 9 and existing immediately before the appointed day;
- (i) “Government” means the Central Government;
- (j) “Grade” means any of the Grades specified in rule 3;
- (k) “long-term appointment” means appointment for an indefinite period as distinguished from a purely temporary or *ad hoc* appointment, like appointment against a leave or other local vacancy of a specified duration;
- (l) “permanent officer” in relation to any Grade means a person who has been substantively appointed to a substantive vacancy in that Grade;
- (m) “probationer” means a direct recruit appointed to a Grade on probation in or against a substantive vacancy;
- (n) “Schedule” means a Schedule to these rules;
- (o) “Service” means the Armed Forces Headquarters Civil Service comprising posts in the Grades of Senior Civilian Staff Officer, Civilian Staff Officer, Superintendent and Assistant in any of the Headquarters and Inter Service Organisations of the Ministry of Defence, as specified in the First Schedule;
- (p) “temporary officer” in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment

3. **Composition of the Service.**—(1) There shall be four Grades in the Service classified as follows, namely:—

Grade	Classification
(i) Senior Civilian Staff Officer } (ii) Civilian Staff Officer }	Central Civil Service Class I
(iii) Superintendent } (iv) Assistant }	Central Civil Service Class II—Ministerial

(2) The posts in the Grades of Senior Civilian Staff Officer, Civilian Staff Officer and Superintendent shall be gazetted posts and those in the Grade of Assistant shall be non-gazetted posts.

4. Authorised permanent strength and temporary strength of the Service.

(1) (a) The authorised permanent strength of the various Grades of the Service on the appointed day shall be as specified in the Second Schedule;

Provided that if additional permanent posts become available from a day earlier than the appointed day the Government shall include such posts in the permanent strength specified in that Second Schedule.

(b) The authorised temporary strength of the various Grades of the Service on the appointed day shall be such as may be determined by the Government.

(2) After the appointed day, the authorised permanent strength and the temporary strength of the various Grades of the Service shall be such as may, from time to time, be determined by the Government.

5. Inclusion of a post in the Service.—Any post in the Armed Forces Headquarters and Inter Service Organisations may be encadred if the functions attached to such post are such as require, in the opinion of the Government, the holder of the post to possess substantially the same qualifications, training and experience as those necessary for the holders of duty posts in the Service.

6. Exclusion of duty post from the Service.—Any duty post in a Grade may be declared by the Government to be excluded from the Service, if such a post is required, for the time being, to be filled by the appointment of a person possessing special or technical qualifications or experience and the post shall remain excluded from the Service so long as such declaration remains in force.

7. Duty post to be held by Grade Officer.—Every duty post shall, unless declared to be excluded from the Service under rule 6, or held in abeyance for any reason, be held by an officer of the appropriate Grade.

8. Substantive appointments in the Service—All substantive appointments in the Service shall be made to the appropriate Grade of the Service and not against any specified duty post in that Grade

9. Initial constitution.—(1) Appointments against all permanent and temporary duty posts in the Service at its initial constitution shall be made from amongst departmental candidates. The following shall be considered as departmental candidates for this purpose, namely:—

(a) persons who, on the date of constitution of the Service, hold posts of Civilian Staff Officer Grade I, Deputy Assistant Director, Civilian Staff Officer Grade II, Officer Supervisor, Superintendent and Assistant in the Armed Forces Headquarters and Inter Service Organisations, having been appointed thereto on a regular basis in accordance with the panels prepared by the appropriate Departmental Promotion Committee; and

(b) persons who, on the date of Constitution of the Service, hold any of the posts mentioned in clause (a) in a permanent or temporary capacity, wherever they may be employed on that date.

(2) For the purpose of constitution of each Grade of the Service, the following general principles shall be observed, namely:—

(a) duty posts in the Grades of Senior Civilian Staff Officer, Civilian Staff Officer and Superintendent shall be treated as selection posts and those in the Grade of Assistant as non-selection posts;

(b) the existing Grades in the Armed Force Headquarters and Inter Service Organisations mentioned in column (1) of the Table below

shall be treated as equivalent Grades of the Service mentioned in the corresponding entry in column (2) thereof, namely:—

TABLE

(1)	(2)
Existing Grade in Armed Forces Headquarters and Inter Service Organisations	Grade of the Service
(i) Civil Staff Officer Grade I	Senior Civilian Staff Officer
(ii) Deputy Assistant Director	
(iii) Civilian Staff Officer Grade II	Civilian Staff Officer
(iv) Officer Supervisor	
(v) Superintendent	Superintendent Assistant
(vi) Assistant	

(3)(a) Permanent posts in the Grades of Senior Civilian Staff Officer, Civilian Staff Officer and Superintendent of the Service shall be filled by departmental candidates holding appointments in equivalent existing Grades, who may be screened for such appointments by the appropriate Selection Board or, as the case may be, Departmental Promotion Committee, on the basis of merit with due regard to seniority.

(b) Permanent posts in the Grade of Assistant of the Service shall be filled by departmental candidates holding appointments in equivalent existing Grade, in the order of their seniority, who may be assessed fit for such appointments by the appropriate Departmental Promotion Committee.

(4)(a)(i) Temporary posts in the Grades of Senior Civilian Staff Officer, Civilian Staff Officer and Superintendent of the Service shall be filled by appointment of departmental candidates holding appointments in equivalent existing Grades who may be screened for such appointments by the appropriate Selection Board or, as the case may be, Departmental Promotion Committee, on the basis of merit with due regard to seniority.

(ii) If any temporary posts in any of the above Grades remain unfilled thereafter, they shall be filled by departmental promotion of persons holding appointments in the lower Grades, on the recommendation of the appropriate Selection Board or, as the case may be, Departmental Promotion Committee.

(b)(i) Temporary posts in the Grade of Assistant of the Service shall be filled by appointment of departmental candidates holding appointments in equivalent existing Grade, in the order of their seniority, who may be assessed fit for such appointments by the appropriate Departmental Promotion Committee.

(ii) If any temporary posts remain unfilled thereafter, they shall be filled by departmental promotion from Upper Division Grade of the Armed Forces Headquarters Clerical Service in the order of seniority, subject to the rejection of the unfit, on the recommendation of the appropriate Departmental Promotion Committee.

(5)(a) Departmental candidates who are declared as suitable for appointment to a Grade by an appropriate Selection Board or, as the case may be, Departmental Promotion Committee but are not appointed thereto on account of sufficient number of vacancies not being available in the Grade, shall be absorbed in the next lower Grade.

(b) Such officers shall continue to be included in the Select List and retain the seniority assigned to them in the List.

(c) Officers who are subsequently assessed as suitable for long term appointment to that Grade by the appropriate Selection Board or, as the case may be, Departmental Promotion Committee shall not be appointed to the Grade until officers who were assessed suitable earlier for appointment to the Grade but were absorbed in the lower Grade, for want of vacancies, have been appointed to that Grade.

Provided that on an annual review of the Select List for that Grade such officers, since their inclusion in the Select List, are not found to have fallen below the required standard on account of deterioration in their record or conduct or both.

(6)(a) Departmental candidates, who immediately before the appointed day are holding substantive appointments in an existing Grade but are not assessed as suitable for substantive appointment to the equivalent Grade of the Service by an appropriate Selection Board or, as the case may be, Departmental Promotion Committee, shall, on and from the appointed day, continue to hold their substantive appointment in the existing Grade.

(b) Such officers shall be eligible to be considered at the maintenance stage for appointment in an officiating capacity to a temporary post in the equivalent Grade of the Service and they shall reckon their seniority on appointment to that Grade according to the order of their selection for such appointment.

(7)(a) Departmental candidates who are holding temporary appointments in existing Grades other than the Grade of Assistant but are not assessed as suitable for appointment to the equivalent Grade of the Service by an appropriate Selection Board or, as the case may be, Departmental Promotion Committee, shall be assessed for absorption in the next lower Grade of the Service:

Provided that a departmental candidate who immediately before the appointed day has completed three years' continuous approved service in the existing Grade shall, on and from the appointed day, continue to hold the temporary appointment in that Grade and shall be eligible to be considered at the maintenance stage for appointment to a temporary post in the equivalent Grade of the Service until he is so appointed.

(b) Departmental candidates who are holding temporary appointments in the existing Grade of Assistant but are not assessed as suitable for appointment to the Grade of Assistant of the Service by an appropriate Departmental Promotion Committee shall be absorbed in the Upper Division Grade of the Armed Forces Headquarters Clerical Service:

Provided that a departmental candidate who immediately before the appointed day has completed three years' continuous approved service as temporary Assistant shall, on and from the appointed day, continue to hold the existing temporary appointment and shall be eligible to be considered at the maintenance stage for appointment to a temporary post of Assistant in the Service until he is so appointed.

(8)(a) In the case of appointment to the Grades of Senior Civilian Staff Officer and Civilian Staff Officer, the Selection Board shall be presided over by the Chairman or a member of the Commission.

(b) The recommendations of the Selection Board shall be referred to the Commission for approval.

(c) The recommendations shall finally be approved by the Government after taking into account the changes, if any, proposed by the Commission.

(9) Initial appointments to the various Grades of the Service shall be made in the order in which their names are arranged in the recommendations of the appropriate Selection Board or, as the case may be, Departmental Promotion Committee as finally approved by the Government.

(10) Officers who had been placed on probation in their existing Grades before the appointed day but had not completed the period of probation on the appointed day shall continue to be on probation until they complete the remaining period of probation in the equivalent Grade of the Service.

(11) The initial constitution of the Service shall be effective from the appointed day.

10. **Future maintenance.**—(1) The Service shall be maintained in future as indicated in the Third Schedule.

(2) Officiating promotions in short-term vacancies not exceeding six months may be made by promotion of eligible persons who have rendered not less than 3 years' approved service in the Grade (including service in the equivalent existing Grade) from which promotion is to be made.

11. Regulations for competitive examinations and for promotion to selection Grades.—(1) The procedure for competitive examinations referred to in the Third Schedule shall be as determined by regulations made by the Government, in consultation with the Commission.

(2) The procedure for making selections for promotion to the Grades of Senior Civilian Staff Officer, Civilian Staff Officer and Superintendent shall be as determined by regulations made by the Government, in consultation with the Commission.

12. Power to make temporary appointments against substantive vacancies.—A substantive vacancy may be filled temporarily in accordance with the provisions governing appointments to temporary vacancies in the relevant Grade, until it is filled in accordance with the provisions governing substantive appointments.

13. Probation.—(1) Every direct recruit shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Every person other than a direct recruit shall, when first appointed to a Grade, be on probation for a period of two years from the date of such appointment.

(3) The period of probation specified in sub-rules (1) and (2) may, if the appointing authority deems fit, be extended or curtailed in any case, but the total period of extension of probation shall not, save where it is necessary by reason of any departmental or legal proceedings pending against the officer, exceed one year.

(4) During probation, a member of the Service may be required to undergo such training and to pass such tests as the Government may, from time to time, prescribe.

14. Confirmation of probationers.—When a probationer appointed to any Grade has passed the prescribed tests and has completed his probation to the satisfaction of the appointing authority, he shall be eligible for confirmation in that Grade. Until a probationer is confirmed under this rule or is discharged or reverted under rule 15, he shall continue to have the status of a probationer.

15. Discharge or reversion of probationers.—(1) A probationer, who has no lien on any post under the Government or any State Government shall be liable to be discharged from the Service at any time without notice, if—

- (i) on the basis of his performance or conduct during probation, he is considered unfit for further retention in the Service; or
- (ii) on the receipt of any information relating to his nationality, age, health, or antecedents, the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

(2) A probationer who holds a lien on a post under the Government or any State Government may be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

(3) A probationer who is not considered suitable for confirmation at the end of the period of probation prescribed in sub-rule (1) of rule 13 or at the end of the extended period or probation, if any, under sub-rule (3) of that rule, shall be discharged or reverted in accordance with sub-rule (1) or sub-rule (2), as the case may be.

(4) A member of the Service on probation in any Grade, who is not considered suitable for continuance in that Grade during or at the end of the period of probation prescribed in sub-rule (2) of rule 13 or the extended period, if any, under sub-rule (3) of that rule, shall be reverted to the next lower Grade.

16. Seniority.—(1) All permanent officers included in the initial constitution of a Grade under rule 9 shall rank senior to all persons substantively appointed to that Grade with effect from any date after the appointed day, and all temporary

officers included in the initial constitution of a Grade under that rule shall rank senior to all temporary officers appointed to that Grade with effect from any date after the appointed day.

(2) The seniority *inter-se* of permanent officers included in the initial constitution of a Grade shall be regulated in the order in which they are so appointed.

(3) The seniority *inter-se* of temporary officers included in the initial constitution of a Grade shall be regulated in the order in which they are so appointed.

(4) Except as provided, in sub-rule (7), the seniority of persons appointed to any Grade after the appointed day shall be determined in the following manner, namely:—

(i) Permanent officers.—The seniority *inter-se* of officers substantively appointed to the Grade after the appointed day shall be regulated in the order in which they are so appointed;

(ii) Temporary officers.—The seniority *inter-se* of temporary officers appointed to the Grade after the appointed day shall be regulated in the order of their selection for such promotion.

(5) Direct recruits shall be ranked *inter-se* in the order of merit in which they are placed at a competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination. On confirmation, their *inter-se* seniority shall be regulated in the order in which they are so confirmed

(6) The relative seniority of direct recruits to a Grade and persons appointed to the Grade by departmental promotion shall be regulated in accordance with the provisions made in this behalf in the Third Schedule.

(7) All officers substantively appointed to any Grade shall rank senior to those holding temporary or officiating appointments in that Grade

17. **Pay.**—The scales of pay attached to the various Grades of the Service shall be as follows, namely:—

Grade	Scale of pay
Senior Civilian Staff Officer	Rs. 1,100—50—1,400.
Civilian Staff Officer	Rs. 740—30—800—50—1,150.
Superintendent	Rs. 350—25—500—30—590—EB—30—800.
Assistant	Rs. 210—10—270—15—300—EB—15—450—EB—20—530.

(NOTE.—An officer of the Grade of Assistant promoted to the Grade of Superintendent shall be allowed a minimum initial pay of Rs. 400 in the scale for the Grade of Superintendent).

18. **Regulation of pay.**—(1) The pay and increments of officers of the various Grades shall be regulated in accordance with the Civil Service Regulations or other rules relating to pay for the time being in force:

Provided that a direct recruit to the Grade of Assistant, who does not, within a period of two years from the date of his appointment to that Grade, pass a typewriting test held by the Commission at the minimum speed prescribed for this purpose, shall not, unless exempted by a special or general order, be entitled to draw any further increment in the Grade until he passes such test; and on his passing or being exempted from the test, his pay shall be reflexed as if his increments had not been withheld under this proviso, but no arrears of pay shall be allowed for the period the increments had been withheld.

(2) The pay of a probationer in a Grade may, on his completing each year of probation to the satisfaction of the appointing authority and passing the prescribed periodic tests, be raised by one stage in the time scale

(3) Nothing contained in this rule shall be deemed to prejudice the rights under the rules existing immediately before the appointed day of a pre-1931 entrant or disentitle an officer of that category, substantively appointed to any Grade in the Service and eligible for appointment to a higher Grade, from officiating in a vacancy occurring in a higher Grade and while so officiating from drawing the pay attached to the higher Grade.

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19. Deputation.—Officers of the Armed Forces Headquarters Civil Service may be required to serve on deputation in the posts of Deputy Secretary and Under Secretary in the Central Secretariat or in any other similar posts in Government Undertakings.

20. Regulations.—The Government may make regulations not inconsistent with these rules to provide for all matters for which provision is necessary or expedient, for the purpose of giving effect to these rules.

21. Residuary matters.—In regard to matters not specifically covered by these rules or by regulations or orders made or issued thereunder, or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to the Central Civil Services in general.

22. Power to relax.—Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

23. Interpretation.—If any question arises relating to the interpretation of these rules or the regulations made thereunder, it shall be referred to the Government for decision.

24. Overriding effect of the rules.—Any rules or orders in force immediately before the appointed day shall not apply to the extent they are inconsistent with or repugnant to these rules.

FIRST SCHEDULE

Names of the Headquarters and Inter Service Organisations to whom the Armed Forces Headquarters Civil Service Rules, 1968, shall apply

[See rule 2(0)]

(a) *Headquarters*

1. Army Headquarters.
2. Naval Headquarters.
3. Air Headquarters.

(b) *Inter Service Organisations of the Ministry of Defence*

1. Armed Forces Film and Photo Division.
2. Army Sports Control Board.
3. Central Monitoring Organisation.
4. Defence Research and Development Organisation.
5. Defence Services Liaison Cell.
6. Directorate of Military Lands and Cantonments.
7. Directorate of Planning and Coordination.
8. Directorate of Public Relations, including 'Sainik Samachar'.
9. Directorate of Standardisation.
10. Directorate of Technical Development and Production (Air).
11. Directorate General, Armed Forces Medical Services.
12. Directorate General of Inspection.
13. Directorate General, National Cadet Corps.
14. Directorate General of Resettlement.
15. Disposal Liaison Cell.
16. Historical Section.
17. Indian Soldiers', Sailors' and Airmen's Board.
18. Joint Cipher Bureau.
19. Ministry of Defence Distribution Section.
20. Ministry of Defence Library.
21. Office of the Chief Administrative Officer.
22. School of Foreign Languages.
23. Security Office.
24. Services Sports Control Board

SECOND SCHEDULE

Authorised permanent strength of the various Grades of the Armed Forces Headquarters Civil Service.

(See rule 4)

Grade	Authorised permanent strength
(i) Senior Civilian Staff Officer	13
(ii) Civilian Staff Officer	194
(iii) Superintendent	506
(iv) Assistant	1066 (including 97 leave reserve posts)

THIRD SCHEDULE

Rules for the future maintenance of the Service

(See rule 10)

Grade and Classification	Scale of pay	Recruitment	Eligibility condition	Probation
1	2	3	4	5
Rs.				
Senior Civilian Staff Officer (Class I)	1100—50—1400.	<p><i>Substantive vacancies</i> Substantive appointments to substantive vacancies in the Grade shall be made in the order of seniority of temporary officers of the Grade, who have completed the period of probation satisfactorily, subject to the rejection of the unfit.</p> <p><i>Temporary vacancies</i> By promotion from Civilian Staff Officers on the basis of selection.</p>	Minimum 5 years' continuous approved service as Civilian Staff Officer and/or in the existing Grades of Civilian Staff Officer Grade II and Officer Supervisor.	2 years.
Civilian Staff Officer (Class I)	740—30—800—50—1150.	<p><i>Substantive vacancies</i> Substantive appointments to substantive vacancies in the Grade shall be made in the order of seniority of temporary officers of the Grade, who have completed the period of probation satisfactorily, subject to the rejection of the unfit.</p>		

1

2

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4

5

Rs.

Temporary vacancies

By promotion from Superintendents on the basis of selection. Provided that if any person in the Superintendent's Grade is considered for promotion to the Grade of Civilian Staff Officer, all persons senior to him in that Grade shall also be so considered notwithstanding that they may not have rendered 10 years' continuous approved service in that Grade.

Minimum 10 years' continuous approved service as Superintendent (Gazetted and/or non-Gazetted) and in the erstwhile grade of Assistant-in-Charge prior to the 1st July, 1959.

Superintendent
(Class II-gazetted)

350—25—500
—30—590—
EB—30—800

An officer of the grade of Assistant promoted to Superintendent shall be allowed a minimum initial pay of Rs. 400/- in this scale.

Substantive vacancies

(a) Substantive appointments to 75% of substantive vacancies in the Grade shall be made in the order of seniority of temporary officers of the Grade, who have completed the period of probation satisfactorily, subject to the rejection of the unfit.

(b) 25% of the substantive vacancies shall be filled by direct recruitment on the basis of combined competitive examination held by the Commission for recruitment to the Central Services, Class I/Class II. Superintendents so recruited shall be confirmed in the manner indicated in Rule 14.

2 years.

The relative seniority of the above categories of officers shall be determined according to the rotation of vacancies between departmental promotees and direct recruits which shall be based on the quotas of vacancies reserved for promotion and direct recruitment.

1

2

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4

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Rs.

NOTE: (1) Reservation of vacancies against the quota reserved for direct recruitment, for Scheduled Castes and Scheduled Tribes and released Emergency Commissioned Officers and Short Service Regular Commissioned Officers shall be in accordance with the rules and orders issued by the Government from time to time.

(2) Substantive vacancies at (b) may be filled temporarily by promotion from amongst Assistants and Stenographers Grade I of the Armed Forces Headquarters Stenographers' Service on the basis of selection. Such promotions shall be terminated when the nominees of the Commission become available to fill the substantive vacancies.

Temporary vacancies

Temporary vacancies in the Grade of Superintendent shall be filled by temporary promotion from amongst Assistants on the basis of selection, subject to the condition that every twenty-fifth temporary vacancy shall be filled on the same basis from amongst Stenographers Grade I of the Armed Forces Headquarters Stenographers' Service:

Minimum 5 years' continuous approved service as Assistant or in an equivalent existing Grade. 2 years.

Provided that if any person in the Grade of Assistant is considered for promotion to the Grade of Superintendent, all persons senior to him in that Grade shall also be so considered notwithstanding that they may not have rendered 5 years' continuous approved service in that Grade.

Minimum 5 years' continuous approved service as Stenographer of which at least last two years shall be in the grade of Stenographer Grade I of the Armed Forces Headquarters Stenographers' Service. 2 years.

1	2	3	4	5
<hr/>				
	Rs.			
Assistant (Class II— non-gazetted)	210—10—270 —15—300— EB—15—450 —EB—20— 530.	<i>Substantive vacancies</i> (a) Substantive vacancies in the Grade of Assistant shall be filled by direct recruitment on the basis of competitive examinations held by the Commission in the following manner:— (i) 20% of the vacancies in the first year; (ii) 20% of the vacancies in the second year; (iii) 25% of the vacancies in the third year; (iv) 25% of the vacancies in the fourth year; (v) 33-1/3% of the vacancies in the fifth year; (vi) 50% of the vacancies from the sixth year onwards. Direct recruits in the Grade of Assistant shall be confirmed in the manner indicated in rule 14. (b) Substantive appointments against the remaining permanent vacancies in the Grade of Assistant shall be made in the order of seniority of temporary officers of the Grade, who have completed the period of probation satisfactorily, subject to the rejection of the unfit. The relative seniority of the above categories of officers will be determined according to the rotation of vacancies between departmental promotees and direct recruits which shall be based on the quotas of vacancies reserved for promotion and direct recruitment.	2 Years.	

1

2

3

4

5

Rs.

NOTE (1) Reservation of vacancies against the quota reserved for direct recruitment, for Scheduled Castes and Scheduled Tribes and released Emergency Commissioned Officers and Short Service Regular Commissioned Officers shall be in accordance with the rules and orders issued by the Government from time to time.

(2) Substantive vacancies at (a) may be filled temporarily by promotion from Upper Division Grade of the Armed Forces Headquarters Clerical Service on the basis of Seniority, subject to the rejection of the unfit. Such promotions shall be terminated when the nominees of the Commission become available to fill the substantive vacancies.

Temporary vacancies

Temporary vacancies in the Grade of Assistant shall be filled by temporary promotion from Upper Division Grade of the Armed Forces Headquarters Clerical Service on the basis of seniority, subject to the rejection of the unfit.

Minimum 5 years' 2 years. continuous approved service in Upper Division Grade of the Armed Forces Headquarters Clerical Service or in an equivalent existing Grade.

[File No. 86802/CAO(DPC).]

S.R.O. 119.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and of all other powers enabling him in this behalf, the President hereby makes the following rules, namely:—

1. Short title and commencement.—(1) These rules may be called the Armed Forces Headquarters Clerical Service Rules, 1968.

(2) They shall be deemed to have come into force on the first day of March, 1968.

2. Definitions.—In these rules, unless the context otherwise requires,—

(a) "appointed day" means the 1st day of March, 1968;

(b) "appointing authority" in relation to any Grade means the authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, to make appointments to that Grade;

- (c) "approved service" in relation to any Grade means the period or periods of service in that Grade rendered after selection, according to prescribed procedure, for long-term appointment to the Grade, and includes any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post;
- (d) "authorised permanent strength" in relation to any Grade means the strength of permanent posts in that Grade against which substantive appointments may be made;
- (e) "Commission" means the Union Public Service Commission;
- (f) "direct recruit" means a person recruited on the basis of a competitive examination held by the Commission;
- (g) "duty post" in relation to any Grade means a permanent or temporary post of that Grade;
- (h) "existing Grade" means a Grade specified in column (1) of the Table below clause (b) of sub-rule (2) of rule 9 and existing immediately before the appointed day;
- (i) "Government" means the Central Government;
- (j) "Grade" means any of the Grades specified in rule 3;
- (k) "long-term appointment" means appointment for an indefinite period as distinguished from a purely temporary or *ad hoc* appointment, like appointment, against a leave or other local vacancy a specified duration;
- (l) "permanent officer" in relation to any Grade means a person who has been substantively appointed to a substantive vacancy in that Grade;
- (m) "Schedule" means a Schedule to these rules;
- (n) "Service" means the Armed Forces Headquarters Clerical Service comprising posts in the Upper Division Grade and Lower Division Grade in any of the Headquarters and Inter-Service Organisations of the Ministry of Defence, as specified in the First Schedule;
- (o) "temporary officer" in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment.

3. Composition of the Service.—(1) There shall be two Grades in the Service, namely:—

- (i) Upper Division Grade; and
- (ii) Lower Division Grade.

(2) The posts in both the Grades shall be non-gazetted posts classified as Central Civil Service, Class III—Ministerial.

4. Authorised permanent strength and temporary strength of the Service.—

- (1) (a) The authorised permanent strength of the two Grades of the Service on the appointed day shall be as specified in the Second Schedule:

Provided that if additional permanent posts become available from a day earlier than the appointed day the Government shall include such posts in the permanent strength specified in that Second Schedule

(b) The authorised temporary strength of the two Grades of the Service on the appointed day shall be such as may be determined by the Government.

(2) After the appointed day, the authorised permanent strength and the temporary strength of the two Grades of the Service shall be such as may, from time to time, be determined by the Government.

5. Inclusion of a post in the Service.—Any post in the Armed Forces Headquarters and Inter Service Organisations may be encadred if the functions attached to such post are such as require, in the opinion of the Government, the holder of the post to possess substantially the same qualifications, training and experience as those necessary for the holders of duty posts in the Service.

6. Exclusion of duty post from the Service.—Any duty post in a Grade may be declared by the Government to be excluded from the Service, if such a post

is required, for the time being, to be filled by the appointment of a person possessing special or technical qualifications or experience and the post shall remain excluded from the Service so long as such declaration remains in force.

7 **Duty post to be held by Grade Officer.**—Every duty post shall, unless declared to be excluded from the Service under rule 6, or held in abeyance for any reason, be held by an officer of the appropriate Grade.

8 **Substantive appointments in the Service.**—All substantive appointments in the Service shall be made to the appropriate Grade of the Service and not against any specified duty post in that Grade.

9 **Initial constitution.**—(1) Appointment against all permanent and temporary duty posts in the Service at its initial constitution shall be made from amongst departmental candidates. The following shall be considered as departmental candidates for this purpose, namely:—

- (a) persons who, on the date of constitution of the Service, hold posts of Upper Division Clerk on the combined roster of the Armed Forces Headquarters and Inter Service Organisations, having been appointed thereto on a regular basis in accordance with the panels prepared by the appropriate Departmental Promotion Committee;
- (b) persons who, on the date of constitution of the Service, hold posts of Lower Division Clerk on the combined roster of the Armed Forces Headquarters and Inter Service Organisations, having been regularly appointed thereto; and
- (c) persons who, on the date of constitution of the Service, hold any of the posts mentioned in clauses (a) and (b) in a permanent or quasi-permanent or temporary capacity, wherever they may be employed on that date.

(2) For the purpose of constitution of each Grade of the Service, the following general principles shall be observed, namely:—

- (a) duty posts in the Upper Division Grade and Lower Division Grade shall be treated as non-selection posts;
- (b) the existing Grades in the Armed Forces Headquarters and Inter Service Organisations mentioned in column (1) of the Table below shall be treated as equivalent Grades of the Service mentioned in the corresponding entry in column (2) thereof, namely:—

TABLE

(1)	(2)
<i>Existing Grade in Armed Forces Headquarters and Inter Service Organisations</i>	<i>Grade of the Service</i>
(i) Upper Division Clerk.	Upper Division Grade.
(ii) Lower Division Clerk.	Lower Division Grade.
(3) (a) Persons holding the posts of Upper Division Clerk in a substantive capacity shall be deemed to have been appointed to Upper Division Grade of the Service in a substantive capacity with effect from the appointed day.	
(b) Persons holding the posts of Lower Division Clerk in a substantive capacity shall be deemed to have been appointed to Lower Division Grade of the Service in a substantive capacity with effect from the appointed day.	
(4) (a) (i) Persons holding the posts of Upper Division Clerk in an officiating capacity shall be deemed to have been appointed to Upper Division Grade of the Service in an officiating capacity with effect from the appointed day;	

Provided that the appointment of persons, who on the appointed day do not hold the posts in Lower Division Grade in a substantive capacity, shall be subject to the same conditions as were applicable to them before the appointed day.

(ii) If any temporary posts remain unfilled thereafter, they shall be filled by departmental promotion from Lower Division Grade in the order of seniority, subject to the rejection of the unfit, on the recommendation of the appropriate Departmental Promotion Committee.

(b) (i) Persons holding the posts of Lower Division Clerk in an officiating capacity shall be deemed to have been appointed to Lower Division Grade of the Service in an officiating capacity with effect from the appointed day;

Provided that their retention in service shall be subject to the same conditions as were applicable to them before the appointed day.

(ii) If any temporary posts remain unfilled thereafter, they shall be filled by direct recruitment through the Commission.

(5) Officers who had been placed on probation in their existing Grades before the appointed day but had not completed the period of probation on the appointed day shall continue to be on probation until they complete the remaining period of probation in the equivalent Grade of the Service.

(6) The initial constitution of the Service shall be effective from the appointed day.

10. Future maintenance.—(1) The Service shall be maintained in future as in the Third Schedule.

(2) Officiating promotions in short-term vacancies not exceeding six months may be made by promotion of eligible persons who have rendered not less than three years' approved service in the Grade (including service in the equivalent existing Grade) from which promotion is to be made.

(3) If sufficient number of qualified candidates are not available for appointment to the Lower Division Grade on the results of competitive examinations held by the Commission, the vacancies may be filled either provisionally or on a regular basis in such manner as may be prescribed by the Government, in consultation with the Commission.

11. Regulations for the competitive examination.—The procedure for the competitive examinations referred to in the Third Schedule shall be as determined by regulations made by the Government, in consultation with the Commission.

12. Power to make temporary appointments against substantive vacancies.—A substantive vacancy may be filled temporarily in accordance with the provisions governing appointments to temporary vacancies in the relevant Grade until it is filled in accordance with the provisions governing permanent appointments.

13. Probation.—(1) Every direct recruit to the Lower Division Grade of the Service shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Every person shall, when first appointed to the Upper Division Grade, be on probation for a period of two years from the date of appointment.

(3) The period of probation specified in sub-rules (1) and (2) may, if the appointing authority deems fit, be extended or curtailed in any case, but the total period of extension of probation shall not, save where it is necessary by reason of any departmental or legal proceedings pending against the officer, exceed one year.

(4) During probation, a member of the Service may be required to undergo such training and to pass such tests as the Government may, from time to time, prescribe.

14. Discharge or reversion of persons on probation.—(1) An officer appointed to the Lower Division Grade of the Service who has no lien on any post under the Government or any State Government shall, while on probation, be liable to be discharged from the Service at any time without notice, if—

(i) on the basis of his performance or conduct during probation, he is considered unfit for further retention in the Service; or

(ii) on the receipt of any information relating to his nationality, age, health, or antecedents, the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

(2) An officer appointed to the Lower Division Grade of the Service who holds a lien on a post under the Government or any State Government may, while on probation, be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

(3) An officer appointed to the Lower Division Grade of the Service who is not considered suitable for continuance in the Grade, during or at the end of the period of probation prescribed in sub-rule (1) of rule 13 or at the end of the extended period of probation, if any, under sub-rule (3) of that rule, shall be discharged or reverted in accordance with sub-rule (1) or sub-rule (2), as the case may be.

(4) A member of the Service on probation in the Upper Division Grade who is not considered suitable for continuance in that Grade during or at the end of the period of probation prescribed in sub-rule (2) of rule 13 or the extended period, if any, under sub-rule (3) of that rule, shall be reverted to the Lower Division Grade.

15. **Seniority.**—(1) All permanent officers included in the initial constitution of a Grade under rule 9 shall rank senior to all persons substantively appointed to that Grade with effect from any date after the appointed day, and all temporary officers included in the initial constitution of a Grade under that rule shall rank senior to all temporary officers appointed to that Grade with effect from any date after the appointed day.

(2) The seniority *inter-se* of permanent officers included in the initial constitution of a Grade shall be regulated in the order in which they were appointed to the equivalent existing Grade:

Provided that if the seniority of any such officers had not been specifically determined before the appointed day, it shall be as determined by the Government.

(3) The seniority *inter-se* of temporary officers included in the initial constitution of a Grade shall be regulated in the order in which they were appointed to the equivalent existing Grade:

Provided that if the seniority of any such officers had not been specifically determined before the appointed day, it shall be as determined by the Government.

(4) Except as provided in sub-rule (5), the seniority of officers appointed to the two Grades of the Service after the appointed day shall be determined in the following manner namely:—

I. Upper Division Grade

(i) **Permanent Officers.**—The Seniority *inter-se* of officers substantively appointed to the Grade after the appointed day shall be regulated in the order in which they are so appointed to the Grade.

(ii) **Temporary Officers.**—The seniority *inter-se* of temporary officers appointed to the Grade after the appointed day shall be regulated in the order in which they are so appointed to the Grade on long-term basis.

II. Lower Division Grade

(i) **Permanent Officers.**—The seniority *inter-se* of officers substantively appointed to the Grade after the appointed day shall be regulated in the order in which they are so appointed to the Grade.

(ii) **Temporary Officers.**—Persons appointed to the Grade after the appointed day shall rank *inter-se* in the order of merit in which they are placed at the competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination. The seniority of persons appointed on a regular basis under sub-rule (3) of rule 10 shall be determined in accordance with the principles laid down by the Government, in consultation with the Commission. On confirmation, their *inter-se* seniority shall be regulated in the order in which they are so confirmed.

(5) All officers substantively appointed to a Grade shall rank senior to those holding temporary or officiating appointments in that Grade.

16. **Pay.**—The scales of pay attached to the two Grades of the Service shall be as follows, namely:—

(i) Upper Division Grade—Rs. 130—5—160—8—200—EB—8—256—EB—8—280.

(ii) Lower Division Grade—Rs. 110—3—131—4—155—EB—4—175—5—180.

17. **Regulation of pay.**—The pay and increments of officers of the two Grades shall be regulated in accordance with the Civil Service Regulations or other rules relating to pay for the time being in force.

18. **Regulations.**—The Government may make regulations not inconsistent with these rules to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

19. **Residuary matters.**—In regard to matters not specifically covered by these rules or by regulations or orders made or issued thereunder, or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to the Civil Services in general.

20. **Power to relax.**—Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, and in consultation with the Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

21. **Interpretation.**—If any question arises relating to the interpretation of these rules or the regulations made thereunder it shall be referred to the Government for decision.

22. **Overriding effect of the rules.**—Any rules or orders in force immediately before the appointed day shall not apply to the extent they are inconsistent with or repugnant to these rules.

FIRST SCHEDULE

Names of the Headquarters and Inter Service Organisations to whom the Armed Forces Headquarters Clerical Service Rules, 1968, shall apply

[See rule 2 (n)]

(a) Headquarters

1. Army Headquarters.
2. Naval Headquarters.
3. Air Headquarters.

(b) Inter Service Organisations of the Ministry of Defence

1. Armed Forces Film and Photo Division.
2. Army Sports Control Board.
3. Central Monitoring Organisation.
4. Defence Research and Development Organisation.
5. Defence Services Liaison Cell.
6. Directorate of Military Lands and Cantonments.
7. Directorate of Planning and Co-ordination.
8. Directorate of Public Relations, including 'Sainik Samachar'.
9. Directorate of Standardisation.
10. Directorate of Technical Development and Production (Air).
11. Directorate General, Armed Forces Medical Services.
12. Directorate General of Inspection.
13. Directorate General, National Cadet Corps.
14. Directorate General of Resettlement.
15. Disposal Liaison Cell.
16. Historical Section.
17. Indian Soldiers' Sailors' and Airmen's Board.
18. Joint Cipher Bureau.
19. Ministry of Defence Distribution Section.
20. Ministry of Defence Library.
21. Office of the Chief Administrative Officer.
22. School of Foreign Languages.
23. Security Office.
24. Services Sports Control Board.

SECOND SCHEDULE

Authorised permanent strength of the various Grades of the Armed Forces Headquarters Civil Service.

(See rule 4)

Grades	Authorised permanent strength
(i) Upper Division Grade	1356
(ii) Lower Division Grade	1732
	(including 182 leave reserve posts).

THIRD SCHEDULE

Rules for the future maintenance of the Service

(See Rule 10)

Grade and Classification	Scale of pay	Recruitment	Eligibility condition	Promotion
1	2	3	4	5
Rs.				
Upper Division Grade (Class III—Ministerial)	130—5—160— 8—200—EB —8—256— EB—8—280.	<i>Substantive vacancies :</i> Substantive appointments to substantive vacancies shall be made in the order of seniority of temporary officers of the Grade, who have completed the period of probation satisfactorily, subject to the rejection of the unfit.	Persons holding appointments in Lower Division Grade who have rendered not less than 5 years' continuous approved service in the Grade or in an equivalent existing Grade.	2 years
Lower Division Grade (Class III—Ministerial)	110—3—131— 4—155—EB —4—175—5 —180.	<i>Substantive vacancies :</i> Substantive vacancies in the Grade shall be filled from amongst the temporary officers of the Grade, who have either passed the typewriting test for this Grade held by the Commission or have been specifically exempted therefrom by the Government, and who have completed the period of probation satisfactorily, in the order of their seniority, subject to the rejection of the unfit.		2 Years

1

2

3

4

5

NOTE.—Reservation of vacancies against the quota reserved for direct recruitment, for Scheduled Castes and Scheduled Tribes and for Ex-Servicemen shall be in accordance with the rules and orders issued by the Government from time to time.

Temporary vacancies :
Temporary vacancies shall be filled on the results of the competitive examinations held by the Commission.

[File No. 86802/CAO(DPC).]

THE ARMED FORCES HEADQUARTERS STENOGRAPHERS' SERVICE RULES, 1968

S.R.O. 120.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and of all other powers enabling him in this behalf, the President hereby makes the following rules, namely:—

1. **Short title and commencement.**—(1) These rules may be called the Armed Forces Headquarters Stenographers' Service Rules, 1968.

(2) They shall be deemed to have come into force on the 1st day of March, 1968.

2. **Definitions.**—In these rules, unless the context otherwise requires,—

- (a) "appointed day" means the 1st day of March, 1968;
- (b) "appointing authority" in relation to any Grade means the authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, to make appointments to that Grade;
- (c) "approved service" in relation to any Grade means the period or periods of service in that Grade rendered after selection, according to prescribed procedure, for long-term appointment to the Grade, and includes any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post;
- (d) "authorised permanent strength" in relation to any Grade means the strength of permanent posts in that Grade against which substantive appointments may be made;
- (e) "Commission" means the Union Public Service Commission;
- (f) "direct recruit" means a person recruited on the basis of a competitive examination held by the Commission;
- (g) "duty post" in relation to any Grade means a permanent or temporary post of that Grade;
- (h) "existing Grade" means a Grade specified in column (1) of the Table below clause (b) of sub-rule (2) of rule 9 and existing immediately before the appointed day;
- (i) "Government" means the Central Government;
- (j) "Grade" means any of the Grades specified in rule 3;

- (k) "long-term appointment" means appointment for an indefinite period as distinguished from a purely temporary or *ad hoc* appointment like appointment against a leave or other local vacancy of a specified duration;
- (l) "permanent officer" in relation to any Grade means a person who has been substantively appointed to a substantive vacancy in that Grade;
- (m) "Schedule" means a Schedule to these rules;
- (n) "Service" means the Armed Forces Headquarters Stenographers' Service comprising posts in Grade I and grade II in any of the Headquarters and Inter-Service Organisations of the Ministry of Defence, as specified in the First Schedule;
- (o) "temporary officer" in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment.

3. Composition of the Service—(1) There shall be two Grades in the Service classified as follows, namely:—

Grade	Classification
(i) Grade I	{ Central Civil Service { Class II—Ministerial
(ii) Grade II	

(2) The posts in Grade I shall be gazetted posts and those in Grade II shall be non-gazetted posts

4. Authorised permanent strength and temporary strength of the Service.—(1) (a) The authorised permanent strength of the two Grades of the Service on the appointed day shall be as specified in the Second Schedule:

Provided that if additional permanent posts become available from a day earlier than the appointed day, the Government shall include such posts in the permanent strength in that Second Schedule.

(b) The authorised temporary strength of the two Grades of the Service on the appointed day shall be such as may be determined by the Government.

(2) After the appointed day, the authorised permanent strength and the temporary strength of the two Grades of the Service shall be such as may, from time to time, be determined by the Government.

5. Inclusion of a post in the Service.—Any post in the Armed Forces Headquarters and Inter-Service Organisations may be encadred if the functions attached to such post are such as require, in the opinion of the Government, the holder of the post to possess substantially the same qualifications, training and experience as those necessary for the holders of duty posts in the Service.

6. Exclusion of duty post from the Service.—Any duty post in a Grade may be declared by the Government to be excluded from the Service, if such a post is required, for the time being, to be filled by the appointment of a person possessing special or technical qualifications or experience and the post shall remain excluded from the Service so long as such declaration remains in force.

7. Duty post to be held by Grade Officer.—Every duty post shall, unless declared to be excluded from the Service under rule 6, or held in abeyance for any reason, be held by an officer of the appropriate Grade.

8. Substantive appointments in the Service.—All substantive appointments in the Service shall be made to the appropriate Grade of the Service and not against any specified duty post in that Grade.

9. Initial Constitution.—(1) Appointments against all permanent and temporary duty posts in the Service at its initial constitution shall be made from amongst departmental candidates. The following shall be considered as departmental candidates for this purpose, namely:—

- (a) persons who, on the date of constitution of the Service, hold posts of Stenographer Grade I in the Armed Forces Headquarters and Inter-Service Organisations, having been appointed thereto on a regular basis in accordance with the panels prepared by the appropriate Departmental Promotion Committee;

- (b) persons who, on the date of constitution of the Service, hold posts of Stenographer Grade II in the Armed Forces Headquarters and Inter-Service Organisations, having been regularly appointed thereto, and
- (c) persons who, on the date of constitution of the Service, hold any of the posts mentioned in clauses (a) and (b) in a permanent or quasi-permanent or temporary capacity, wherever they may be employed on that date.
- (2) For the purpose of constitution of each Grade of the Service, the following general principles shall be observed, namely:—
- (a) duty posts in Grade I shall be treated as selection posts and those in Grade II as non-selection posts;
- (b) the existing Grades in the Armed Forces Headquarters and Inter-Service Organisations mentioned in column (1) of the Table below shall be treated as equivalent Grades of the Service mentioned in the corresponding entry in column (2) thereof, namely:—

TABLE

(1)	(2)
Existing Grade in Armed Forces Headquarters and Inter-Service Organisations.	Grade of the Service
(i) Stenographer Grade I	Grade I
(ii) Stenographer Grade II	Grade II

(3) (a) Permanent posts in Grade I of the Service shall be filled by departmental candidates holding appointments in equivalent existing Grade who may be screened for such appointments by the appropriate Departmental Promotion Committee, on the basis of merit with due regard to seniority.

(b) Permanent posts in Grade II of the Service shall be filled by departmental candidates holding appointments in equivalent existing Grade in the order of their seniority, subject to the rejection of the unfit, the fitness being assessed by the appropriate Departmental Promotion Committee.

(4) (a) (i) Temporary posts in Grade I of the Service shall be filled by appointment of departmental candidates holding appointments in equivalent existing Grade, who may be screened for such appointments by the appropriate Departmental Promotion Committee, on the basis of merit with due regard to seniority.

(ii) If any temporary posts remain unfilled thereafter, they shall be filled by departmental promotion of persons holding appointments in Grade II of the Service, on the recommendation of the appropriate Departmental Promotion Committee.

(b) (i) Temporary posts in Grade II of the Service shall be filled by appointment of departmental candidates holding appointments in equivalent existing Grade and recruited through the Commission, in the order of their seniority subject to the rejection of the unfit, the fitness being assessed by the appropriate Departmental Promotion Committee.

(ii) If any posts remain unfilled thereafter, they shall be filled by direct recruitment through the Commission.

(5) (a) Departmental candidates, who immediately before the appointed day are holding substantive appointments in an existing Grade but are not assessed as suitable for substantive appointment to the equivalent Grade of the Service by an appropriate Departmental Promotion Committee, shall, on and from the appointed day, continue to hold their substantive appointments in the existing Grade.

(b) Such officers shall be eligible to be considered at the maintenance stage for appointment in an officiating capacity to a temporary post in the equivalent Grade of the Service and they shall reckon their seniority on appointment to that Grade according to the order of their selection for such appointment.

(6) (a) Departmental candidates who are holding temporary appointments in the existing Grade of Stenographer Grade I but are not assessed as suitable for

appointment to Grade I of the Service by an appropriate Departmental Promotion Committee, shall be assessed for absorption in Grade II of the Service:

Provided that a departmental candidate who immediately before the appointed day has completed 3 years' continuous approved service in the existing Grade, shall, on and from the appointed day continue to hold the temporary appointment in that Grade and shall be eligible to be considered at the maintenance stage for appointment to a temporary post in Grade I of the Service, until he is so appointed.

(b) Departmental candidates who are holding temporary appointments in the existing Grade of Stenographer Grade II but are not assessed as suitable for appointment to Grade II of the Service by an appropriate Departmental Promotion Committee, shall continue to hold their temporary appointment in the existing Grade and shall be eligible to be considered at the maintenance stage for appointment to a temporary post in Grade II of the Service until they are so appointed.

(7) Initial appointments to the various Grades of the Service shall be made in the order in which their names are arranged in the recommendations of the appropriate Departmental Promotion Committee, as finally approved by the Government.

(8) Officers who had been placed on probation in their existing Grades before the appointed day but had not completed the period of probation on the appointed day shall continue to be on probation until they complete the remaining period of probation in the equivalent Grade of the Service.

(9) The initial constitution of the Service shall be effective from the appointed day.

10. **Future maintenance.**—(1) The Service shall be maintained in future as indicated in the Third Schedule.

(2) Officiating promotions in short-term vacancies not exceeding six months in Grade I may be made by promotion of eligible persons in Grade II who have rendered not less than three years' approved service in Grade II (including service in the equivalent existing Grade).

11. **Regulations for competitive examination and for promotion to Grade I.**—

(1) The procedure for competitive examination referred to in the Third Schedule shall be as determined by regulations made by the Government, in consultation with the Commission.

(2) The procedure for making selection for promotion to Grade I shall be as determined by regulations made by the Government, in consultation with the Commission.

12. **Power to make temporary appointments against substantive vacancies.**—A substantive vacancy may be filled temporarily in accordance with the provisions governing appointments to temporary vacancies in the relevant Grade, until it is filled in accordance with the provisions governing substantive appointments.

13. **Probation.**—(1) Every direct recruit to Grade II of the Service shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Every person shall, when first appointed to Grade I of the Service, be on probation for a period of two years from the date of such appointment.

(3) The period of probation specified in sub-rules (1) and (2) may, if the appointing authority deems fit, be extended or curtailed in any case, but the total period of extension of probation shall not, save where it is necessary by reason of any departmental or legal proceedings pending against the officer, exceed one year.

(4) During probation a member of the Service may be required to undergo such training and to pass such tests as the Government may, from time to time, prescribe.

14. **Discharge or reversion of persons on probation.**—(1) An officer appointed to Grade II of the Service, who has no lien on any post under the Government or any State Government shall, while on probation, be liable to be discharged from the Service at any time without notice, if—

(i) on the basis of his performance or conduct during probation he is considered unfit for further retention in the Service; or

- (ii) on the receipt of any information relating to his nationality, age, health, or antecedents, the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

(2) An officer appointed to Grade II of the Service, who holds a lien on a post under the Government or any State Government, may, while on probation, be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

(3) An officer appointed to Grade II of the Service, who is not considered suitable for continuance in the Grade, during or at the end of the period of probation prescribed in sub-rule (1) of rule 13 or at the end of the extended period of probation, if any, under sub-rule (3) of that rule, shall be discharged or reverted in accordance with sub-rule (1) or sub-rule (2), as the case may be.

(4) A member of the Service on probation in Grade I, who is not considered suitable for continuance in that Grade during or at the end of the period of probation prescribed in sub-rule (2) of rule 13 or the extended period, if any, under sub-rule (3) of that rule, shall be reverted to Grade II.

15. **Seniority.**—(1) All permanent officers included in the initial constitution of a Grade under rule 9 shall rank senior to all persons substantively appointed to that Grade with effect from any date after the appointed day, and all temporary officers included in the initial constitution of a Grade under that rule shall rank senior to all temporary officers appointed to that Grade with effect from any date after the appointed day.

(2) The seniority *inter-se* of permanent officers included in the initial constitution of a Grade shall be regulated in the order in which they are so appointed.

(3) The seniority *inter-se* of temporary officers included in the initial constitution of a Grade shall be regulated in the order in which they are so appointed.

(4) Except as provided in sub-rule (5), the seniority of persons appointed to Grades I and II of the Service after the appointed day shall be determined in the following manner, namely:—

I. Grade I

- (i) **Permanent officers.**—The seniority *inter-se* of officers substantively appointed to the Grade after the appointed day shall be regulated in the order in which they are so appointed to the Grade.
- (ii) **Temporary Officers.**—The seniority *inter-se* of temporary officers appointed to the Grade after the appointed day shall be regulated in the order in which they are approved for long-term appointment to the Grade.

II. Grade II

- (i) **Permanent officers.**—The seniority *inter-se* of officers substantively appointed to the Grade after the appointed day shall be regulated in the order in which they are so appointed to the Grade.
- (ii) **Temporary officers.**—Persons appointed to the Grade after appointed day shall rank *inter-se* in the order of merit in which they are placed at the competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination. On confirmation, their *inter-se* seniority shall be regulated in the order in which they are so confirmed.

(5) All officers substantively appointed to a Grade shall rank senior to those holding temporary or officiating appointments in that Grade.

16. **Pay.**—The scales of pay attached to Grades I and II of the Service shall be as follows:—

Grade I Rs. 350—25—650.

Grade II Rs. 210—10—270—15—300—EB—15—450—EB—20—530.

NOTE.—An officer of Grade II of the Service promoted to Grade I of the Service shall be allowed a minimum initial pay of Rs. 400 in this scale.

17. Regulation of pay.—The pay and increments of officers of Grades I and II of the Service shall be regulated in accordance with the Civil Service Regulations or other rules relating to pay for the time being in force.

18. Regulations.—The Government may make regulations not inconsistent with these rules to provide for all matters for which provision is necessary or expedient, for the purpose of giving effect to these rules.

19. Residuary matters.—In regard to matters not specifically covered by these rules or by regulations or orders made or issued thereunder, or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to the Civil Services in general.

20. Power to relax.—Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and in consultation with the Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

21. Interpretation.—If any question arises relating to the interpretation of these rules or the regulations made thereunder it shall be referred to the Government for decision.

22. Overriding effect of the rules.—Any rules or orders in force immediately before the appointed day shall not apply to the extent they are inconsistent with or repugnant to these rules.

FIRST SCHEDULE

Names of the Headquarters and Inter-Service Organisations to whom the Armed Forces Headquarters Stenographers Service Rules, 1968, shall apply.

[See rule 2(n)]

(a) Headquarters

1. Army Headquarters.
2. Naval Headquarters.
3. Air Headquarters.

(b) Inter Service Organisations of the Ministry of Defence

1. Armed Forces Film and Photo Division.
2. Army Sports Control Board.
3. Central Monitoring Organisation.
4. Defence Research and Development Organisation.
5. Defence Services Liaison Cell.
6. Directorate of Military Lands and Cantonments.
7. Directorate of Planning and Coördination.
8. Directorate of Public Relations, including 'Sainik Samachar'.
9. Directorate of Standardisation.
10. Directorate of Technical Development and Production (Air).
11. Directorate General, Armed Forces Medical Services.
12. Directorate General of Inspection.
13. Directorate General, National Cadet Corps.
14. Directorate General of Resettlement.
15. Disposal Liaison Cell.
16. Historical Section.
17. Indian Soldiers', Sailors' and Airmen's Board.
18. Joint Cipher Bureau.
19. Ministry of Defence Distribution Section.
20. Ministry of Defence Library.
21. Office of the Chief Administrative Officer.
22. School of Foreign Languages.
23. Security Office.
24. Services Sports Control Board.

SECOND SCHEDULE

Authorised permanent strength of the various Grades of the Armed Forces Headquarters Stenographers' Service.

(See rule 4)

Grade	Authorised permanent Strength
(i) Stenographer Grade I	9
(ii) Stenographer Grade II	325 (including 30 leave-reserve posts).

THIRD SCHEDULE

Rules for the future maintenance of the Service

(See Rule 10)

Grade and Classification	Scale of pay	Recruitment	Eligibility condition	Probation
1	2	3	4	5
Rs.				
Grade I (Class II— gazetted)	350—25—650. An officer of Grade II promoted to Grade I shall be allowed a minimum initial pay of Rs. 400/- in this scale.	<i>Substantive vacancies</i> Substantive appointments to substantive vacancies in the Grade shall be made in the order of seniority of temporary officers of the Grade, who have completed the period of probation satisfactorily, subject to the rejection of the unfit.		
<i>Temporary vacancies</i>				
		Temporary vacancies shall be filled by promotion from Stenographers Grade II on the basis of selection.	Minimum 8 years' continuous approved service as Grade II and in the erstwhile grade of Stenographer Grade III prior to the 1st July, 1959.	2 years
Grade II (Class II— non-gazetted)	210—10—270 —15—300— EB—15—450 —EB—20— 530.	<i>Substantive vacancies</i> Substantive appointments to substantive vacancies in the Grade shall be made in the order of seniority of temporary officers of the Grade, who have completed the period of probation satisfactorily, subject to the rejection of the unfit.		

1

2

3

4

5

Rs.

Temporary vacancies

Temporary vacancies in Grade II shall be filled on the results of the competitive examinations held by the Commission.

2 years

Note Reservation of vacancies against the quota reserved for direct recruitment, for Scheduled Castes and Scheduled Tribes and released Emergency Commissioned Officers and Short Service Regular Commissioned Officers will be in accordance with the rules and orders issued by the Government from time to time.

[File No. 86802/CAO(DPC).]

R. B. VAGHAIWALLA, Jt. Secy.

New Delhi, the 3rd April 1968

S.R.O. 121.—In exercise of the powers conferred by section 60 of the Cantonments Act, 1924 (2 of 1924) and in supersession of notification No. S.R.O. No. 34, dated the 27th January, 1951, the Cantonment Board, Faizabad, with the previous sanction of the Central Government, hereby imposes a house tax at the rate of seven per cent per annum on the annual value of all buildings situated within the limits of the Faizabad Cantonment, which shall be payable by the owner of the building:

Provided that the said tax shall not be levied on any building, the annual value of which does not exceed Rs. 96.

[File No. 53/35/C/L&C/67/962-C/D(Q&C).]

S. P. MADAN, Under Secy.

New Delhi, the 26th March 1968

The following translation in Hindi of the Ministry of Defence, Directorate General National Cadet Corps (Class I Gazetted) Lady Staff Officer (Grade 1) Recruitment Rules, 1968 is hereby published under the authority of the President and shall be deemed to be the authoritative text thereof in Hindi under clause (b) of Sub-Section (1) of Section 5 of the Official Languages Act, 1963 (19 of 1963).

नई दिल्ली 26 मार्च, 1968

रक्षा मंत्रालय राष्ट्रीय कैडेट कोर महानिदेशालय (वर्ग 1 राजपत्रित) महिला स्टाफ आफिसर (श्रेणी 1) भर्ती नियम 1968 का हिन्दी में निम्नलिखित अनुबाध राष्ट्रपति के प्राधिकार के अधीन एतद्वारा प्रकाशित किया जाता है और राजभाषा अधिनियम 1968 (1963 का 19) की धारा 5 की उपधारा (1) के खण्ड (ख) के अधीन हिन्दी में उसका प्रमाणिक पाठ समझा जाएगा।

सं० नि० आ० 110.—संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राष्ट्रपति रक्षा मंत्रालय के राष्ट्रीय केडेट कोर महानिदेशालय में महिला स्टाफ आफिसर (श्रेणी 1) के (वर्ग 1 राजपत्रित) पद पर भर्ती को विनियमित करने वाले निम्नलिखित नियम एतद्वारा बनाते हैं अर्थात् :

1. संक्षिप्त नाम और प्रारम्भ :—(1) ये नियम रक्षा मंत्रालय राष्ट्रीय केडेट कोर महानिदेशालय (वर्ग 1 राजपत्रित) महिला स्टाफ आफिसर (श्रेणी 1) भर्ती नियम 1968 कहें जा सकेंगे ।

(2) ये नियम 1 अगस्त 1967 से प्रवृत्त हुए समझे जाएंगे ।

2. लागू होना :—ये नियम एतदनुसृत अनुसूची के स्तम्भ 1 में विनिर्दिष्ट पद को लागू होंगे ।

3. संख्या, वर्गीकरण और बेटनमान :—उक्त पद की संख्या, उसका वर्गीकरण और उससे संलग्न बेटनमान वे होंगे जो उक्त अनुसूची के स्तम्भ 2 से लेकर 4 तक में विनिर्दिष्ट है ।

4. भर्ती की पद्धति, आयु सीमा और अन्य अर्हताएं :—उक्त पद पर भर्ती की पद्धति, आयु सीमा, अर्हताएं और तत्संसक्त अन्य बातें वे होंगी जो उक्त अनुसूची के स्तम्भ 5 से लेकर 12 तक में विनिर्दिष्ट है ;

परन्तु सीधी भर्ती के लिए उक्त अनुसूची के स्तम्भ 6 में विनिर्दिष्ट उच्चतम आयु सीमा अनुसूचित जातियों, अनुसूचित जन जातियों और अन्य विशेष व्यक्ति-प्रवर्गों के अभ्यर्थियों की दशा में समय-समय पर निकाले गए केन्द्रीय सरकार के साधारण आदेशों के अनुसार शिथिल की जा सकेगी ।

5. निरर्हताएं :—(क) कोई भी व्यक्ति जिसकी एक से अधिक पत्नियां जीवित हैं या जो, एक पति या पत्नी के जीवित रहते हुए किसी ऐसी दशा में विवाह करता है जिसमें उस पति या पत्नी के जीवन-काल में किए जाने के कारण वह विवाह शून्य है उक्त पद पर नियुक्ति का पात्र नहीं होगा, तथा

(ख) कोई भी स्त्री जिसका विवाह इस कारण शून्य है कि उस विवाह के समय उसके पति की पत्नी-जीवित थी या जिसने ऐसे व्यक्ति से विवाह किया है जिसकी पत्नी इस विवाह के समय जीवित थी, उक्त पद पर नियुक्ति की पात्र नहीं होगी ,

परन्तु यदि केन्द्रीय सरकार का समाधान हो जाता है कि किसी व्यक्ति को इस नियम के प्रवर्तन से छूट देने के विशेष आधार है तो वह आदेश दे सकेगी कि उसे छूट दी जाए ।

अनुसूची

पद का नाम	पदों की संख्या	वर्गीकरण	वेतनमान	प्रवरण पद अथवा अप्रवरण पद	सीधी भर्ती वालों के लिए आयु सीमा	सीधी भर्ती वालों के लिए अपेक्षित शैक्षणिक और अन्य अर्हताएं	क्या सीधी भर्ती वालों के लिए विहित आयु और शैक्षणिक अर्हताएं प्रोन्नतों की दशा में लागू होगी
1	2	3	4	5	6	7	8
महिला स्टाफ अधिकार श्रेणी-1	1	रक्षा सेवाएं (साधारण) वर्ग 1 [राजपत्रित]	900-50-1250 रु०	लागू नहीं होता	40 वर्ष और ऊँचे कम, (सरकारी सेवकों के लिए शिथिल की जा सकेगी)]	<p>आवश्यक</p> <p>(1) मान्यता प्राप्त विश्वविद्यालय की उपाधि या समतुल्य ।</p> <p>(2) भारत में स्त्री शिक्षा का ज्ञान ।</p> <p>(3) योजना और प्रशासन में पर्यवेक्षकीय हैसियत में कम से कम 5 वर्ष का अनुभव ।</p> <p>(अन्यथा भली प्रकार अर्हित अभ्यर्थियों की दशा में अर्हताओं को आयोग के विवेकानुसार शिथिल किया जा सकेगा ।)</p> <p>वांछनीय</p> <p>(1) राष्ट्रीय क्रेडिट कोर, गलर्स डिवीजन के ज्येष्ठ स्तर में आयोगप्राप्त ।</p> <p>(2) खेलकूद व्यायाम और सार्वजनिक भाषण में भाग लेना ।</p>	लागू नहीं होता

परिवीक्षा की कालावधि, यदि कोई हो	भर्ती की पद्धति, क्या भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति। अन्तरण द्वारा होगी तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता	प्रोन्नति। प्रतिनियुक्ति। अन्तरण द्वारा भर्ती की दशा में वे श्रेणियाँ जिनसे प्रोन्नति/प्रतिनियुक्ति/अन्तरण किया जाना है	वे परिस्थितियाँ जिनमें भर्ती करने में संघ लोक सेवा आयोग से परामर्श किया जाना है
9	10	11	12
दो वर्ष	सीधी भर्ती द्वारा।	लागू नहीं होता।	नियमों के अधीन जैसा अपेक्षित है।

[फाइल सं० 90004/मु० प० आ०/अंतर० और आर० 2]

New Delhi, the 29th March 1968

The following translation in Hindi of the Ministry of Defence Armed Forces Headquarters Class 3 (Non Gazetted Non Ministerial) Posts of Tracer and Ferro Printers Recruitment Rules, 1968 is hereby published under the authority of the President and shall be deemed to be the authoritative text thereof in Hindi under clause (b) of Sub-Section (1) of Section 5 of the Official Languages Act, 1963 (19 of 1963).

नई दिल्ली, 29 मार्च, 1968

रक्षा मंत्रालय, सशस्त्र बल मुख्यालय वर्ग 3 (अराजपत्रित अलिपिकवर्गीय) अनुरेखक और फेरो मुद्रक पद भर्ती नियम 1968 का हिन्दी में निम्नलिखित अनुवाद, राष्ट्रपति के प्राधिकार के अधीन, एतद्द्वारा प्रकाशित किया जाता है और राजभाषा अधिनियम, 1963 (1963 का 19) की धारा 5 की उपधारा (1) के खण्ड (ख) के अधीन हिन्दी में उसका प्रमाणिक पाठ समझा जाएगा।

नई दिल्ली, 29 मार्च, 1968

सा० नि० आ० 114.—संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और तारीख 11 फरवरी, 1964 को रक्षा मंत्रालय में भारत सरकार की अधिसूचना सं० का नि० आ० 66 के साथ प्रकाशित रक्षा मंत्रालय सशस्त्र बल मुख्यालय वर्ग iii (अराजपत्रित अलिपिकवर्गीय) पद भर्ती नियम, 1964 को अतिष्ठित करते हुए, राष्ट्रपति रक्षा मंत्रालय में सशस्त्र बल मुख्यालय में अनुरेखक और फेरो-मुद्रक के वर्ग iii (अराजपत्रित और अलिपिकवर्गीय) पदों की भर्ती विनियमित करने वाले निम्नलिखित नियम एतद्द्वारा बनाते हैं ; अर्थात्—

1. संक्षिप्त नाम और आरम्भ:—(1) ये नियम रक्षा मंत्रालय, सशस्त्र बल मुख्यालय वर्ग 3 (अराजपत्रित अलिपिकवर्गीय) अनुरेखक और फेरो मुद्रक पद भर्ती नियम 1968 कहे जा सकेंगे।

(2) ये शासकीय राजपत्र में अपने प्रकाशन की तारीख से प्रवृत्त हो जाएंगे।

2. लागू होना :—ये नियम एतदुपाबद्ध अनुसूची के स्तम्भ में विनिर्दिष्ट पदों को लागू होंगे।

3. संख्या, वर्गीकरण और बतनमान :—उक्त पदों की संख्या, उनका वर्गीकरण और उनसे संलग्न वेतनमान वे होंगे जो उक्त अनुसूची के स्तम्भ 2 से लेकर 4 तक में विनिर्दिष्ट हैं।

4. भर्ती की पद्धति, आयु सीमा और अन्य अर्हताएं:—उक्त पदों पर भर्ती की पद्धति, आयु सीमा, अर्हताएं और तत्संबन्धित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तम्भ 5 से लेकर 12 तक में विनिर्दिष्ट हैं;

परन्तु सीधी भर्ती के लिए उक्त अनुसूची के स्तम्भ 6 में विनिर्दिष्ट उच्चतम आयु सीमा अनुसूचित जातियों, अनुसूचित जन जातियों और अन्य विशेष व्यक्ति-प्रवर्गों के अभ्यर्थियों की दशा में, समय-समय पर निकाले गये केन्द्रीय सरकार के साधारण आदेशों के अनुसार, शिथिल की जा सकेंगी।

5. निरर्हताएं :—(क) कोई भी व्यक्ति जिसकी एक से अधिक पत्नियां जीवित हैं या जो एक पति या पत्नी के जीवित रहते हुए किसी ऐसी दशा में विवाह करता है जिसमें उस पति या पत्नी के जीवन काल में किए जाने के कारण वह विवाह शून्य है, उक्त पदों में से किसी पर भी नियुक्ति का पात्र नहीं होगा, तथा

(ख) कोई भी स्त्री जिसका विवाह इस कारण शून्य है कि उस विवाह के समय उसके पति की पत्नी जीवित थी या जिसने ऐसे व्यक्ति से विवाह किया है जिसकी पत्नी उस विवाह के समय जीवित थी उक्त पदों में से किसी पर भी नियुक्ति की पात्र नहीं होगी ;

परन्तु यदि केन्द्रीय सरकार का समाधान हो जाता है कि किसी व्यक्ति को इस नियम के प्रवर्तन से छूट देने के विशेष आधार हैं तो वह आदेश दे सकेगी कि उसे छूट दी जाए ।

6. :—शिथिल करने की शक्ति :—जहां कि केन्द्रीय सरकार की राय है कि ऐसा करना आवश्यक या समीचीन है वहां वह लेखन द्वारा अभिलिखित किए जाने वाले कारणों के लिए, आदेश द्वारा व्यक्तियों के किसी वर्ग या प्रवर्ग के बारे में इन नियमों के उपबन्धों में से किसी को, शिथिल कर सकेगी ।

अनुसूची

पद का नाम	पदों की संख्या	वर्गीकरण	वेतनमान	प्रवरण पद अथवा अप्रवरण पद	सीधी भर्ती वालों के लिए आयु सीमा	सीधी भर्ती वालों के लिए अपेक्षित शैक्षणिक और अन्य अर्हताएं	क्या सीधी भर्ती वालों के लिए विहित आयु और शैक्षणिक अर्हताएं प्रोन्नतों की दशा में लागू होंगी
1	2	3	4	5	6	7	8
अनुरेखक	20	रक्षा सेवाओं में सिविलियन वर्ग III अराजपत्रित अलिपिकवर्गीय	110-4-150- द० रो०-4- 170-5-180- द० रो०-5- 200 रु०	लागू नहीं होता	18 से 25 वर्ष	(1) मैट्रिकुलेशन (2) साफ और ठीक-ठीक अनुरेखण करने की योग्यता (3) किसी ब्यातिप्राप्त फर्म में या सरकारी संस्था में अनुरेखक के रूप में 1 वर्ष का अनुभव	लागू नहीं होता
फेरो-मुद्रक	13	यथोक्त	110-3-131 रु०	लागू नहीं होता	यथोक्त	(1) मिडिल स्कूल स्टेन्डर्ड पास (2) फेरो-मुद्रक के रूप में 3 वर्ष का व्यावहारिक अनुभव ।	लागू नहीं होता

परिवीक्षा की कालावधि यदि कोई हो भर्ती की पद्धति, क्या भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति/अन्तरण द्वारा होगी तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता प्रोन्नति/प्रतिनियुक्ति/अन्तरण द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति/प्रतिनियुक्ति/अन्तरण किया जाना है वे परिस्थितियां जिनमें भर्ती करने में संघ लोक सेवा आयोग से परामर्श किया जाना है

9	10	11	12
2 वर्ष	सीधी भर्ती द्वारा	लागू नहीं होता	लागू नहीं होता
6 मास	सीधी भर्ती द्वारा	लागू नहीं होता	लागू नहीं होता

[फाइल सं० 57421/मु० प्र० आ०/आर और आर-II.]

वी० फेरार,

महायक मु० प्र० आ० ।

New Delhi, the 30th March 1968

The following translation in Hindi of the Ministry of Defence, Armed Forces Headquarters (Class III Non-Gazetted posts of Librarians) Recruitment Rules, 1968 is hereby published under the authority of the President and shall be deemed to be the authoritative text thereof in Hindi under clause (b) of Sub-Section (1) of Section 5 of the Official Languages Act, 1963 (19 of 1963).

रक्षा मंत्रालय, सशस्त्र बल मुख्यालय (वर्ग 3 अराजपत्रित पुस्तकाध्यक्षों के पद) भर्ती नियम 1968 का हिन्दी में निम्नलिखित अनुवाद, राष्ट्रपति के प्राधिकार के अधीन, एतद्द्वारा प्रकाशित किया जाता है और राजभाषा अधिनियम, 1963 (1963 का 19) की धारा 5 की उपधारा (1) के खण्ड (ख) के अधीन हिन्दी में उसका प्रमाणिक पाठ समझा जाएगा।

नई दिल्ली, 30 मार्च, 1968

सा० नि० आ० 115.—संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राष्ट्रपति रक्षा मंत्रालय में, सशस्त्र बल मुख्यालय में वर्ग 3 अराजपत्रित पुस्तकाध्यक्षों के पदों पर भर्ती को विनियमित करने वाले निम्नलिखित नियम एतद्द्वारा बनाते हैं ;
अर्थात् :—

1. संक्षिप्त नाम और प्रारम्भ :—(1) ये नियम रक्षा मंत्रालय, सशस्त्र बल मुख्यालय (वर्ग 3 अराजपत्रित पुस्तकाध्यक्षों के पद) भर्ती नियम, 1968 कहे जा सकेंगे।

(2) ये 10-1-1968 से प्रवृत्त हो जाएंगे।

2. लागू होना :—ये नियम एतद्द्वारा अनुसूची के स्तम्भ 1 में विनिर्दिष्ट पदों को लागू होंगे।

3. संख्या, वर्गीकरण और वेतनमान :—पदों की संख्या, उनका वर्गीकरण और उनसे संलग्न वेतनमान वे होंगे जो उक्त अनुसूची के स्तम्भ 2 से लेकर 4 तक में विनिर्दिष्ट हैं।

4. भर्ती का पद्धति, आयु सीमा और अन्य अर्हताएं :—उक्त पदों पर भर्ती की पद्धति, आयु सीमा, अर्हताएं और नत्संसक्त अन्य बातें वे होंगी जो उक्त अनुसूची के स्तम्भ 5 से लेकर 12 तक में विनिर्दिष्ट हैं ;

परन्तु सीधी भर्ती के लिए उक्त अनुसूची के स्तम्भ 6 में विनिर्दिष्ट उच्चतम आयु सीमा अनुसूचित जातियों, अनुसूचित जन जातियों, और अन्य विशेष व्यक्ति-प्रवर्गों के अभ्यर्थियों की दशा में समय-समय पर निकाले गए केन्द्रीय सरकार के साधारण आदेशों के अनुसार शिथिल की जा सकेगी।

5. निरर्हताएं :—(क) कोई भी व्यक्ति जिसकी एक से अधिक पत्नियां जीवित हैं या जो एक पति या पत्नी के जीवित रहते हुए किसी ऐसी दशा में विवाह करता है जिसमें उस पति या पत्नी के जीवन काल में किए जाने के कारण वह विवाह शून्य है उक्त पदों में से किसी पर भी नियुक्ति का पात्र नहीं होगा; तथा

(ख) कोई भी स्त्री जिसका विवाह इस कारण शून्य है कि उस विवाह के समय उसके पति की पत्नी जीवित थी या जिसने ऐसे व्यक्ति से विवाह किया है जिसकी पत्नी उस विवाह के समय जीवित थी, उक्त पदों में से किसी पर भी नियुक्ति की पात्र नहीं होगी ;

परन्तु यदि केन्द्रीय सरकार का समाधान हो जाता है कि किसी व्यक्ति को इस नियम के प्रवर्तन से छूट देने के विशेष आधार हैं तो वह आदेश दे सकेगी कि उसे छूट दी जाए।

6. शिथिल करने की शक्ति :—जहां कि केन्द्रीय सरकार की राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह लेखन द्वारा अभिलिखित किए जाने वाले कारणों के लिए आदेश द्वारा व्यक्तियों के किसी वर्ग या प्रवर्ग के बारे में इन नियमों के उपबन्धों में से किसी को शिथिल कर सकेगी।

अनुसूची

पद का नाम	पदों की संख्या	वर्गीकरण	वेतनमान	प्रवरण पद अथवा अप्रवरण पद।	सीधी भर्ती वालों के लिए आयु सीमा	सीधी भर्ती वर्र्गों के लिए अपेक्षित शैक्षणिक और अन्य अर्हताएं	क्या सीधी भर्ती वालों के लिए विहित आयु और शैक्षणिक अर्हताएं प्रोन्नता अन्तरितियों की दशा में लागू होंगी।
1	2	3	4	5	6	7	8
पुस्तकाध्यक्ष श्रेणी II	4	वर्ग III अराजक-पवित्र अलिपिक-वर्गीय रक्षा सेनाओं में सिविलियन	210-10-290-15-320-द०रो०-15-425 रु०	प्रवरण	18-28 वर्ष	आवश्यक	नहीं
						1. मान्यता प्राप्त विश्वविद्यालय की उपाधि	
						2. मान्यताप्राप्त विश्वविद्यालय या संस्थान से पुस्तकालय विज्ञान में डिपलोमा।	
						3. लोक-सरकारी पुस्तकालय में पुस्तकाध्यक्ष के रूप में दो वर्ष का अनुभव।	

परिक्षा की कालावधि यदि कोई हो	भर्ती की पद्धति क्या भर्ती सीधी होगी या प्रोन्नति द्वारा या अन्तरण द्वारा होगी तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता	प्रोन्नति प्रतिनियुक्ति अन्तरण द्वारा भर्ती की दशा में वे श्रेणियाँ जिनसे प्रोन्नति अन्तरण किया जाता है ।	वे परिस्थिति । निम्नमें भर्ती करने में संघ लोक सेवा आयोग से परामर्श किया जाता है ।
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दो वर्ष	50 प्रतिशत प्रोन्नति द्वारा जिसके न होने पर सीधी भर्ती द्वारा	प्रोन्नति पुस्तकाध्यक्ष श्रेणी III जिसकी इस श्रेणी में तीन वर्ष की सेवा हो ।	लागू नहीं होता ।
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1	2	3	4	5	6	7	8
पुस्तकाध्यक्ष श्रेणी III	8 (वायु सेना मुख्यालय-1 रक्षा मंत्रालय पुस्तकालय-2 स० व० पि० से म० नि०-1 मु० इ० शा-1 ज० ए० ज० का०-1 नौसेना मुख्यालय-1 सि० नि०-1)	यथोक्त	150-10-290- द० रो०-15- 320 रु० अप्रवरण	18-28 वर्ष	आवश्यक		
						1. मान्यताप्राप्त बोर्ड/विश्वविद्यालय की मैट्रिकुलेशन या समतुल्य अर्हताएं । 2. मान्यताप्राप्त विश्वविद्यालय या संस्थान से पुस्तकालय विज्ञान में प्रमाणपत्र 3. लोक/सरकारी पुस्तकालय में पुस्तकाध्यक्ष के रूप में दो वर्ष का अनुभव (यह अनुभव अधिमानतः ज० ए० ज० के कार्यालय के लिए विधि पुस्तकालय में और स० व० चि० से० महानिदेशालय के लिए चिकित्सा पुस्तकालय में होना चाहिए)	नहीं
पुस्तकाध्यक्ष श्रेणी 4	1 (वि० मा० स्कू०)	वर्ग III अरुपवित्त अलिपिकवर्गीय रक्षा सेवाओं में सिविलियन	130-5-160- 8-200-ड० रो०-8- 256-द० रो०- 8-280	लागू नहीं होता	18-25 वर्ष	आवश्यक	लागू नहीं होता
						1. मान्यताप्राप्त बोर्ड / विश्व-विद्यालय से हायर सैकेंडरी प्रमाणपत्र या मैट्रिकुलेशन या समतुल्य अर्हताएं । 2. मान्यताप्राप्त विश्वविद्यालय या संस्थान से पुस्तकालय विज्ञान में प्रमाणपत्र ।	

1	2	3	4	5	6	7	8
दो वर्ष		50 प्रतिशत सीधी भर्ती द्वारा 50 प्रतिशत प्रोन्नति द्वारा जिसके न होने पर सीधी भर्ती द्वारा।	प्रोन्नति पुस्तकाध्यक्ष श्रेणी 4 जिसकी इस श्रेणी में तीन वर्ष कीमेवा हो।			लागू नहीं होता।	
दो वर्ष		सीधी भर्ती द्वारा	लागू नहीं होता			लागू नहीं होता।	

1	2	3	4	5	6	7	8
						3. कम से कम 4 या 5 विदेशी भाषाओं में पुस्तकों के शीर्षकों को लेखकों के नामों आदि सहित पढ़ने में समर्थ होना चाहिए और टाइटल जानना चाहिए ।	
						वांछनीय विदेशी भाषाओं में की पुस्तकों को हथालेन वाले पुस्तकालय में पूर्व अनभव ।	

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[फाइल सं० 68177/मु० प्र० आ०/आर और आरII-]

वी० फेराव,

यहा० मु प्र० आ०

